

Health Related Boards Director

Tennessee Department of Health, Division of Health Licensure and Regulation

Salary Range: \$4,542- \$8,176

The Tennessee Department of Health (TDH) Division of Health Licensure and Regulation (DHLR) is seeking a Health Related Boards Director. This executive service position reports directly to the Assistant Commissioner. The position provides leadership and management to an office of 76 staff members. The office licenses approximately 298,517 health professionals annually on behalf of 34 health related boards, councils and committees.

Description of the position:

The director will provide executive-level leadership for the Office of Health Related Boards in the Division of Health Licensure and Regulation. The office provides administrative, fiscal and personnel support for 34 boards, commissions and councils attached to the Division. The director will supervise nine employees, all of whom provide direct administrative services. The director will manage all health related board activity to ensure compliance with all requirements of law, rule/regulation and policy relative to licensure and regulation of health professionals.

Specifically, this position will: 1) attend board meetings and disciplinary hearings; 2) advise boards on administrative matters, including but not limited to oversight of a budget of approximately 20 million dollars ; 3) provide leadership on behalf of boards in connection with proposed and enacted legislation, including but not limited to opining about the fiscal impact of proposed legislation; 4) develop training tools to ensure board members are informed and effective; 5) maintain communication with board leadership and the licensed population; and 6) provide leadership for performance and sunset audits and rulemaking proposals, including appearing before the legislature as needed. In the performance of these duties, the director will work collaboratively with the Assistant Commissioner, each board chairperson, each board director and the Office of General Counsel.

The director will ensure timeliness of all aspects of licensure and ensure all work is performed in a culture of reflecting excellent customer service. The director shall be knowledgeable of all aspects of licensure and shall be able to provide consultation and technical assistance to licensees, government officials, and the public for the clarification of statutes and rules, and develop long range goals and objectives for continuing improvement in the licensure and regulation of health professionals.

Qualifications:

J.D. preferred

Required - Graduate of an accredited college or university with a Master's degree in business management, public health administration OR possess a paralegal certificate; and demonstrable

management experience and a minimum of five years leadership and supervision of more than twenty employees.

Interested applicants should submit a resume and cover letter to:

Vanessia London, Human Resource Analyst 3
Tennessee Department of Health
Division of Health Licensure and Regulation
665 Mainstream Drive, Second Floor
Nashville, TN 37243
(615)741-4554
Vanessia.london@tn.gov

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